

**Listening and circle the correct answer**

Why can't Elaine Strong answer the phone?

- a She's in a meeting.
- b She's out of the office.
- c She's talking with another customer.

What does the caller want the secretary to send?

- a information on after-sales service
- b a picture of the newest computers
- c a list of software products

What time will the secretary send the material?

- a 2:30 p.m.
- b 5:00 p.m.
- c 3:30 p.m.

What is the caller's name?

- a Kordell
- b Kordel
- c Cordell

What is the caller's telephone number?

- a 560-2187
- b 560-1287
- c 560-1828